



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256

NIXON, NEVADA 89424

www.plpthumanresources.org

JOB ANNOUNCEMENT

TRANSFER STATION ATTENDANT

\$15.83 - \$16.64 hr. Cl: 124 Gr: 15; FLSA Status: Non-Exempt

Date Posted: 10/19/2020

Date Closed: 11/02/2020

DEFINITION: Operates and maintains community transfer stations, taking payments for tipping fees, providing customer service and interacting with the public. Maintains equipment utilized in the program.

DUTIES & RESPONSIBILITIES:

Report regularly to the transfer station to take payment (pay-as-you-throw) per cubic yard for solid waste accepted at the transfer station. Receive proper payment from the public to dispose of solid waste at the site, record daily sales and other associated paper work. Maintain logs of loads dumped and issue receipts to drivers. Reconcile cash receipts.

Greet, direct, discuss issues, and educate disposers on site rules and restrictions in a friendly but direct manner. Direct the public's waste to the current daily container disposal area, and/or to the proper location.

Assure refuse meets standards for disposal at the site. Evaluate loads for any non-acceptable materials and offer disposal options for recyclables, as well as hazardous materials.

Inspect and control recyclable items going into the recycle bins, if necessary. Contact recycler for material pick up.

Assist in moving solid waste into 30-100 yard bins for transfer to the landfill. Coordinate the movement of waste off of the reservation, move bins for easy dumping by the community and customers.

Perform routine operational and preventive maintenance. Ensure the safe operation and use of all equipment, tools, supplies and property of the Public Utility District. Keep accurate daily activity logs and submit to PUD Manager on a weekly basis.

Attend miscellaneous meetings and trainings as required.

Work in all types of weather; participate in inclement weather mitigation. Perform ground maintenance at transfer station site. Pick up litter, spilled refuse and keep public access areas clear of snow/ice. Work safely and follow all applicable safety health rules. Report any unsafe condition to supervisor.

DUTIES & RESPONSIBILITIES CONT.

Maintain security procedures. Secure facility and remain until all transactions and end-of-day procedures are complete.

Perform other related duties, as needed.

MINIMUM QUALIFICATIONS:

Knowledge of: basic money transactions; waste identification and handling for wastes, such as hazardous waste, construction and demolition debris, recyclables, etc.; use and operation of basic hand tools; heavy equipment operations, repairs, and mechanical systems; routine maintenance checks, such as engine check, oil check, etc.; organization and verbal/written communication skills; safe work practices and proper use of safety equipment.

Ability to: perform duties that require sufficient strength and stamina to lift and load materials into dumpsters and trailers; communicate effectively with various types of people including Tribal and non-- Tribal departments, organizations and companies to effectively carry out customer service; work with exposure to chemicals used in cleaning and noxious fumes related to refuse collection; work in various weather conditions; work varying shifts, weekends and holidays when necessary; work independently with minimal direction or supervision; carry out assigned projects; maintain log books and prepare simple reports; become trained for blood-borne pathogens, communicable diseases and hazardous wastes disposal and transport.

Ideal candidate will be self-motivated, with a positive attitude; have excellent teamwork and interpersonal skills, be prompt and reliable, and must be bondable.

Must pass a background investigation under the Tribes personnel policy.

REQUIRED EXPERIENCE AND TRAINING:

High School Graduate or GED with some experience in the operation of construction, yard/plant equipment and the performance of semi-skilled manual tasks; or any satisfactory equivalent combination of education, training and/or experience relevant to the position.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132. www.plphumanresources.org